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Security

PROCESSING REPORTS AND FORMS



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This instruction establishes procedures and guidelines for processing 6th Security Forces Squadron reports and forms, and applies to all assigned, attached, and tenant units.

SUMMARY OF REVISIONS

This revision updates office symbols, wing designation, and changes the 10 working day period for holding shoplifting reports to 10 calendar days. The AF Form 3545, **Incident Report**, has replaced the DD Form 1569, **Incident/Complaint Report**. A bar (|) indicates change from the previous edition.

1. General Information: The 6th Security Forces Squadron (6 SFS) will refer facts about incidents, complaints, and traffic violations to the proper military/civilian authorities. This is usually the immediate commander/agency chief of the individual involved. These facts will be reported on the AF Form 3545, DD Form 1408, **Armed Forces Traffic Ticket**; and AF Form 1315, **Accident Report**. Commander/agency chiefs receiving these reports will investigate the facts presented in the report, if required, and take appropriate action as outlined in this instruction.

2. Responsibilities:

2.1. Security Forces. The Commander, 6th Security Forces Squadron (6 SFS/CC), will forward all reported incidents involving military personnel and their dependents and Department of Defense (DoD) civilians on base to the responsible commander/agency chief. The report may be for information, investigation, or action, depending on the particular incident. Reports involving retirees and their dependents, dependents of active duty personnel, and civilians not affiliated with the military will be coordinated through the 6th Air Mobility Wing, Staff Judge Advocate (6 AMW/JA), for appropriate action, i.e., warning letter, revocation letter, base barment letter. In shoplifting cases involving non-active duty personnel, a letter revoking exchange privileges will be provided on scene. Personnel receiving the letter will have 10 calendar days in which to send in a rebuttal to Reports and Analysis

(6 SFS/SFAR). After 10 days, the Superintendent, Administration and Reports, will sign and file the report. If a rebuttal is received, the report will be routed through the 6 AMW/JA to the Commander, 6th Support Group (6 SPTG/CC), for final decision.

2.1.1. Incident reports requiring action will be forwarded in one original with a cover sheet containing instructions and suspense date.

2.1.2. Incident reports forwarded for information will be sent in one copy with a cover sheet to be filed by the responsible commander/agency chief.

2.1.3. Incident reports forwarded to the Investigations Section (6 SFS/SFOI) for investigation will be sent in all originals.

2.2. Commander/Agency Chiefs. All incident reports and traffic tickets received requiring action will be completed on the reverse side of the form and returned directly to 6 SFS/SFAR.

2.2.1. Commanders/agency chiefs will review and, if required, investigate the incident report to determine if the incident reported constitutes an offense punishable under the Uniform Code of Military Justice. Contact the 6 AMW/JA for advice on the appropriate action to take. Tenant units should contact their assigned Staff Judge Advocate or the 6 AMW/JA for advice.

2.2.1.1. If the commander determines the incident reported does not constitute an offense, state so on the original incident report and return it to 6 SFS/SFAR. The commander's remarks must clearly state "NOT GUILTY" followed by an explanation for the not guilty finding.

2.2.1.2. If the commander determines an offense occurred, appropriate action must be taken against the subject offender listed on the report or other individuals discovered during the commander's investigation. The commander's remarks must clearly state "GUILTY" followed by the administrative or judicial action taken. If the offender is administered an Article 15, the type punishment imposed must be indicated. If the incident occurred off the installation and the offender appeared in civil court, the civil action plus any administrative action taken must be indicated.

2.2.1.3. If a report is forwarded to the commander for further investigation, the commander will follow the procedures outlined in AFI 31-201, Security Police Standards and Procedures, and AFI 31-206, Security Forces Investigations Programs. If the scope of the investigation is beyond the commander's capability, the Security Forces Investigations Section may be contacted. If the commander cannot discover the individual responsible for the incident, the commander will indicate what investigative actions were taken in the details section and return the report to 6 SFS/SFAR.

2.2.1.3.1. AF Form 3545: Prior to returning, the commander will ensure Section V (Offender) is completely filled in. Section XI (Commander's Action) will be completed with details of administrative action taken. Either the commander or first sergeant may sign in the commander's action block.

2.2.1.4. If, during a commander's investigation, an individual is suspected who is not under his/her jurisdiction, the Security Forces Investigations Section will be contacted immediately.

2.2.1.5. Incident reports forwarded for information only are for the commander's review and records, and a reply is not required.

2.2.2. All traffic tickets require action. Commanders will conduct an inquiry of the violation listed on the traffic ticket to determine if the individual cited is guilty of the violation. Either the commander or first sergeant may sign the traffic ticket.

2.2.2.1. When a violation is returned without administrative or disciplinary action taken, a summary of why no action was taken or the submission of rebuttal must be attached to the citation. The submission of a rebuttal will be processed in accordance with AFMAN 31-201, Vol 7, *Security Forces Administration and Reports*, paragraph 2.1.6.1.

2.2.2.2. If the individual is found guilty of the violation, the commander must take appropriate action regarding the violation. The commander must clearly state "GUILTY" followed by the administrative action on the reverse side of the traffic ticket and return to 6 SFS/SFAR.

2.2.2.3. If an individual is found guilty of a traffic violation by his/her commander and desires to appeal the citation, the procedures outlined in AFI 31-204/MACD Sup 1, *Air Force Motor Vehicle Traffic Supervision*, will be followed.

2.2.2.4. The point system provides an impartial and uniform administrative device for evaluating driving performance. The use of this system is not to be construed as a disciplinary measure or a substitute for punitive action. Upon receipt of the report of action, the 6 SFS/CC through 6 SFS/SFAR will enter the number of points assessed or indicate suspension/revocation of the driving privileges to the individual's driver record as prescribed in AFI 31-204, Chapter 5.

3. Suspense Date:

3.1. Suspense dates for incident/complaint reports and traffic tickets requiring action will be 14 working days from the date they are forwarded to the commander. If an extension of the suspense date is required due to delayed civil court action, pending completion of punishment, or the offender is on leave, temporary duty, etc., 6 SFS/SFAR must be contacted to obtain a new suspense date.

3.2. All units are responsible for forwarding incident reports and traffic tickets in sufficient time to reach 6 SFS/SFAR by their assigned suspense date.

3.3. If the report or an extension request is not returned by the suspense date, the 6 SFS/CC will forward a late suspense letter to the unit. This letter will contain a new suspense date. A "Late Suspense" letter from the 6 SFS/CC will be sent to the unit commander and a courtesy copy will be sent to the 6 SPTG/CC.

4. Lost Reports: If Security Forces reports are lost, the following procedures will apply:

4.1. If a report is lost within a unit, contact the 6 SFS/SFAR, explain how the report was lost, and request a duplicate copy.

4.2. Security Forces will forward a duplicate report for the commander to indicate his/her report of action.

5. Forwarding/Disposition of Driving/Criminal Records. If violators are transferred to another base, upon receipt of permanent change of station orders, the driving/criminal record of the individual listed on

the orders will be forwarded to the Chief of Security Forces of the gaining installation in accordance with AFMAN 31-201, Vol 7, paragraph 2.4.

WILLIAM W. HODGES, Maj Gen (Sel), USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-201, *Security Police Standards and Procedures*

AFI 31-204, *MACD Sup 1, Air Force Motor Vehicle Traffic Supervision*

AFI 31-206, *Security Forces Investigations Programs*

AFMAN 31-201, Vol 7, *Security Forces Administration and Reports*